Sponsored Research Agreement Process/Research Consulting Services Agreement
Guidance Document

Initial Contact: Email the ADR Office at grants@siumed.edu to discuss project and determine necessary course of action.

**Consultancy**
- General questions about a process for an experiment or analysis of data, strictly intellectual feedback
- Usually 2-10 hours total time
- Official Office of Contact and Record: PI/Department

**Checklist for University Approvals**
- Department Chair/FO: Provide a brief description of services performed and define when work will be performed (during university work hours or after hours as a private contractor); Define course of payment
- Tech Transfer: CDA/MTA Review; Ownership of data; Conflicting patents
- COI: Submit new disclosure request form for Consultancy pre-approval
- ADR: FCOI with any grants
- Legal reviews consulting agreement

**Contract for Services**
- General services performed with no creative thought, opinions, or intellectual feedback
- Ownership of data can be retained by sponsor
- Specific timeline (start-end dates) and/or deliverables
- Official Office of Contact and Record: Revenue Contracts

**Checklist for University Approvals**
- Department Chair/FO: Provide a brief description of services performed and define when work will be performed (during university work hours or after hours as a private contractor); Define course of payment
- Tech Transfer: CDA/MTA Review; Ownership of data; Conflicting patents
- COI: Update conflict of interest form
- LACUC: Will studies be conducted with animals under an approved protocol? (If applicable)
- IRB/SCRIHS: Will studies be conducted on human specimens under an approved protocol? (If applicable)
- ADR: FCOI with any grants; Budget and justification review
- Revenue Contracts: ‘Revenue Contract Request Form’ and completed contract sent to revenuecontracts@siumed.edu. Revenue Contracts will send to Legal after initial review

**Collaborative Research Project**
- Cooperative services or experimentation in conjunction with sponsor
- Creative thought, design, intellectual feedback, experimental results
- Ownership of data will need to be determined
- Ongoing timeline
- Official Office of Contact and Record: Revenue Contracts

**Checklist for University Approvals**
- Department Chair/FO: Provide a brief description of services performed and define when work will be performed (during university work hours or after hours as a private contractor); Define course of payment
- Tech Transfer: CDA/MTA Review; Ownership of data; Conflicting patents
- COI: Update conflict of interest form
- LACUC: Will studies be conducted with animals under an approved protocol
- IRB/SCRIHS: Will studies be conducted on human specimens under an approved protocol
- ADR: FCOI with any grants; Budget and justification review
- Revenue Contracts: ‘Revenue Contract Request Form’ and completed contract sent to revenuecontracts@siumed.edu. Revenue Contracts will send to Legal after initial review
Contacts:

a. Department Chair
b. Department Fiscal Officer
c. Animal Subjects: LACUC (Shelly Tischkau: stischkau@siumed.edu); DLAM (Shirly Frost: sfrost@siumed.edu)
d. Human Subjects: IRB/SCRIHS (Alisha Mirabile: amirabile@siumed.edu)
e. Human Samples: Tissue Bank (Kathy Robinson: krobinson@siumed.edu)
f. Rent Facilities and/or Equipment: (Gary Pezall: gpezall@siumed.edu)
g. Core Facilities: (Melissa Roberts: mroberts@siumed.edu)
h. Budget/FCOI: ADR Office of Grants and Contracts (grants@siumed.edu)
i. Tech Transfer: Review Confidentiality Disclosure Agreements (CDAs) and Materials Transfer Agreements (MTAs), Intellectual Property, Data Ownership (Rob Patino/Kristy Owen: techtransfer@siumed.edu)
j. Office of Compliance: (Shawn Wilson: swilson39@siumed.edu)
k. Conflicts of Interest (COI) Committee: (Amber Fifer: afifer56@siumed.edu; Shawn Wilson: swilson39@siumed.edu)
l. Legal: COI (Brenda Pryor: bpryor86@siumed.edu); Research (Jennifer Graham: jgraham23@siumed.edu)
m. Revenue Contracts: Vivian Williams (revenuecontracts@siumed.edu)